

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Examination Analyst	
		Division and/or Subdivision Human Resource Management/Exam Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Staff Services Analyst (General)	
		Position Number 541-031-5157-708	
		Effective Date 7/18/22	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the supervision of the Staff Services Manager I (Examination Unit Manager), the Staff Services Analyst (General) works independently with other analysts or as a team, performing varied technical duties of average difficulty associated with a variety of examination projects and plans, develops, and administers Departmental examinations. Duties include but are not limited to: *Participates in job analyses by surveying employees and/or subject matter experts through questionnaires, checklists, interviews, and/or site visits to ensure a job-related examination and selection process. *Work with the subject matter experts to develop essential functions (tasks) statements, ensure each task is rated by the subject matter expert, and analyze to calculate ratings for each tasks. *Develop a list of knowledges, skills, and abilities (KSAs) reflective of the qualifications required for successful job performance. *Compare essential functions and KSAs to ensure that all KSAs link to an essential function. *Document the job analysis results by preparing a report which identifies each step of the job analysis process as well as the background, essential functions, KSA information, and the final outcome of the analysis. *Key data entering job analysis information into a database. *Proof data reports for accuracy, grammar, and format. *Create automated surveys. *Export data from several automated programs in order to run statistical analysis. *Develop and maintain databases.		
35%	*Plans, develops, and administers open and promotional examinations for the Department. *Researches and reviews prior test data, provides analysis, and recommends examination plans. *Coordinates with Subject Matter Experts and Departmental management to develop job-related examination materials/tools, such as written tests, patterned/structured interview questions, performance tests, etc. *Prepares examination correspondence. *Responds to Examination appeals. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: *This position may travel up to 5% of the time. This travel may be local or statewide and may involve overnight stays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Examination Analyst

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

*Coordinates with the various Department of Human Resources (CalHR) staff/units to ensure exam processes are appropriately established. *Coordinates, monitors, and resolves list maintenance (certification) issues. *Provides direction to Chairpersons, State Service Representatives, and other consulting staff.

10%

*Trains, monitors, and coordinates the work of Personnel Selection Technicians in all phases of exam processing such as detailing applications, entering applicant information into the SPB examination system, requesting notices and reports, application review, preparing orientation panel materials, and gathering and disseminating examination appeal information.

5%

Other job-related duties as required.

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Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date